Table of Contents

CCR Questions

Q: I just input a veteran-owned, small, V249P-0277, V581DC5003A, Action
Delivery, and checked the Socio-Economic Accomplishments. We're not getting
credit for veteran-owned. I guess that needs to be reported.
A: THANK YOU! Anything that you notice that doesn't look right needs to be
reported,
as it's a lot better to get this contractor to fix things all along rather than waiting
until final reports are being run and then trying to go back and figure out all of the
problems.

When I report a problem to the FPDS-NG contractor, I send a copy of the record,
and a copy of the CCR so that everything is documented at the time and date we
notice the problems.
I will let you know when the issue has been resolved.

Q: Prairie Farms Dairy (aka Pevely Dairy) has registered in CCR but we can't
pull them up in FPDS. Their duns is 603566266. Would appreciate your help.
Thanks
A: This firm registered TODAY, please allow 1 week for processing between
the two systems

Q: I need to place a delivery order against an established IDC, but the contractor
is not in CCR. Can I place my order anyway?
A: Yes, where the contract was awarded prior to the requirement for CCR
registration and the IDC is in the FPDS system you may continue to place orders.
FAR encourages contracting officers to add the CCR requirements to indefinite
quantity contracts where possible.

Q: How come I did not know that when I ask a vendor to register in CCR and to
get a DUNS number that it is going to cost them to do this? What will happen if
the Vendor refuses to register? You know we are limited vendors in the valley
and some vendors might pay more to register in CCR than we pay them per
year. thanks

A: There is no cost to register in CCR or to obtain a DUNS number. The CCR handbook (P10) gives the info on D&B, telephone # and states obtaining a DUNS number is free. The CCR handbook can be found on the CCR website at www.CCR.gov. If no one at your facility has been tasked with learning more about CCR registration, I suggest you speak with the Acquisitions supervisor, as CCR Registration is required by FAR prior to contract award and is not FPDS specific.

Q: I have a contractor that should be SDB but that doesn't show up in FPDS. The DUNS # is 061481136
A: The CCR record does not show SDB, only minority

I would suggest you contact the vendor and tell them their Reps and Certs don't match what is in CCR and ask for clarification. If they are SDB (maybe they don't know the difference between minority and SDB) then they need to update their CCR record. You may save your FPDS entry as a draft until this is resolved, or correct the record after resolution.

Q: My vendor is not available in FPDS.
A: The vendor did not complete his registration. WWW.CCR.GOV indicates this message:

Incomplete Registration last referenced Tuesday, September 14, 2004. Registrant has initiated entry of a new CCR profile, which is missing one or more mandatory data elements. Registrant should review their CCR profile (using Confirmation # update) and supply missing information.

After the vendor completes registration, it may take 7 calendar days for FPDS to receive the information. If the vendor is not available in FPDS on day 8 after complete registration please e-mail me with the vendor duns number and name so that I can contact the FPDS help desk for resolution
You may with to give the contractor the following information:
from the CCR help tab at www.ccr.gov
Are you having trouble getting to the CCR registration or update web pages? Do you need help registering? Please check these "Frequently Asked Questions" <FAQ.asp>. If this doesn't resolve your problem please contact:
CCR Assistance Center
888-227-2423
269-961-4725
or
bpnsesupport@dlis.dla.mil <mailto:bpnsesupport@dlis.dla.mil>

Q: FPDS did not pull socio-economic category correctly from CCR. Both awards are for Space Age Engineering and should reflect the box checked for "Veteran Owned". They are: V786P748 and V786P749

A: These two awards were made in June and July

Space Age Engineering updated their CCR in August to add Veteran owned, if they were veteran owned in June they didn't have Veteran owned Business marked in CCR

Current Registration Status: **Active in CCR; Registration valid until 08/25/2005**
When something like this changes, or you notice a problem, the first thing to do is correct your record and make sure FPDS picks up the new data
If correcting the record doesn't work, then I do need to report it to the FPDS-NG contractor. In this case, FPDS recognizes the change
I've corrected V786P748 for you, please correct the 2nd just to make sure you see how this works,
click correct
click on the elippse button by contractor name
copy the duns #
press clear
paste the duns # to reselect the vendor
press search
select the vendor at the top
save the record.

Q: the DUNS #061754859 for NBBJ LLC @1555 Lake Shore Drive, Columbus, Ohio 43204 is a correct number. I verified it with DUN and BRADSTREET - but for some reason I can not get it to come up using the new CCR address you sent me yesterday. SO what do I do?
A: Until the contractor is registered in CCR you should not make award. This was originally published as FAC 16 and was effective October 1, 2003. You cannot complete FPDS entry unless the contractor is registered in CCR.

Corrections, Modifications and VOID

Q: I used the wrong PIID on a record, how do I change it?
A: The PIID can not be changed. To work around that problem,
        1. Open the record, press create template button
        2. Create a document from the template
        3. Change the PIID on the new document
        4. Save Draft, Validate and Approve
        5. Delete the 1st document with the incorrect PIID
               (if you do not save the template you will not need to delete it)

Q: An original lease was awarded to George Sarkus and there was a novation agreement to change the lessor from George Sarkus to 1031 East Fayette. So how is that handled?

A: Remember that FPDS is simply a mirror of the acquisition activity, you would MODIFY a contract to process a novation, therefore you would MODIFY the FPDS entry, the reason for the modification would be Novation

Q: I voided a record that should have been deleted. How can I fix it?
A: We can not fix this problem however can request the contractor completely remove the voided record. VOID is used by some Departments to account for every sequential number. If a number is not used for an acquisition in the local system it is VOID in FPDS. VA does not use this feature.

PLEASE take VOID from each person's menu.

Q: We have entered contracts as New Definitive that should be IDV and we want to change them. Should she delete or void the Stand Alone first, then re-enter the contract as an IDC?
A: NEVER void. Void means you will never use the number and you want it reserved in the system to account for it. Departments that must account for each number in a series use VOID for accountability. Delete, then you can start over.

Q: Our contracting office needs to delete records. How do we handle that?
A: The FPDS POC at each facility must delete records. It is important to understand that only records that have not been referenced in any way may be deleted. Records entered in prior years should not be deleted as they have been included in the reports. You can modify a record for 5 years after award if necessary.

Q: How do I correct a record to change a vendor?
A: Use Advanced search to display the record

press correct
click on the vendor
clear the screen
insert the correct duns number
click search
select the vendor
click save
Delivery Orders

Q: The contract information in FPDS does not match GSA Advantage

A: The FPDS record reflects the status of the vendor at the date of award. If the contract was awarded before Veteran owned businesses were reported, then the contract will not reflect Veteran Owned Business. In the same way, a contractor who was small at time of award, and becomes large over time will always be a small business for that contract until the date it expires.
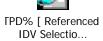
It is always possible that an error was made in the original FPDS coding. Please notify me when you believe there may have been an error and I will contact GSA for confirmation.

Q: One of our PAs is trying to input a delivery task order on V69D537C50095 for Fedsource@ 230 S. Dearborn Street in Chicago using the contract number TPD-02-C008, but it won't pull up the vendor. What are we overlooking???

A: the vendor will only display if the contract number is found

I tried and I don't get a contract (REFERENCED IDV ID)
for a vendor FEDSOURCE

I searched for TPD%008
and get 11 vendors

TPD% [Referenced
   IDV Selectio…

You'll need to contact the contracting office that wrote the contract to Fedscource

Q: The following GSA contract (GS26F5927A) was migrated in the system. However, the end date had shown May 15, 2001 and the contract was modified thru May 31, 2006. We changed the end date to May 31,2006. However, neither he or I could modify it. We were able to Save and validate but was not able to approve it. This contract is identified as mod 1.

A: you CAN'T change GSA's contracts
enter your delivery order and leave their documents alone please. Notify Kathy Kilgore (Kathy.Kilgore@mail.va.gov) of any problems with Fedscheds or contracts entered by other government agencies.

Q: I have to report dollars for FY05 on Contract No. xxxxx under P.O. xxxxxx. However, the contractor name on the migrated document has the incorrect contractor name on it. What do I do to change it?

A: This first Question looks simple at first glance, the contracting office believed the FPDS contractor made an error as they thought an incorrect vendor name was being displayed.
The problem was complex, as the office had made a mistake (haven't we all?) and reported the same contract number twice for two different vendors.
I first searched for migrated documents against the stated contract number-
(look online at Advanced Search, then click the link HOW TO FIND MIGRATED DOCUMENTS for the procedure)
It takes several steps to be able to report the FY 05 obligation

1. Determine what IDC contract number is actually missing.
2. Check CCR to make sure the vendor is registered
3. Enter the new IDC
4. Correct the vendor name on the migrated contract document
5. Enter the required delivery order

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IDC or New Definitive Contract?

Q: Our lease entries were originally entered as IDC's. How do I report the annual renewals?
A: if you are SURE, then enter a delivery order against the IDC
Did you check the migrated records to make sure you don't have both a stand alone and IDC?
Your action depends upon how the records were originally entered and few leases are written as IDIQ contracts.

Q: What is an IDC? When do I use that icon?
A: An IDC corresponds to an indefinite quantity or indefinite delivery contract. The contract is written in FPDS and as orders are placed against them delivery orders are recorded in FPDS corresponding to actual dollars spent against the IDC. Many IDC contracts are funded locally by 1358 with ordering control delegated to the using service. In that case, a monthly (or quarterly if the dollars are small) Delivery Order must be entered into FPDS to document the actual dollar amounts.
Procurement Identifier (PIID)

Q: Kathy, when entering the PIID, do you put a V 1st?

A: Every VA record must start with a V -

A: The PIID is the unique number identifying an acquisition.
The PIID must start with a V for the Department of Veterans Affairs. We request the pattern
V   contracting office code   sequential number from IFCAP or the contract register, so a valid PIID would look like
V648A400123 for a purchase or delivery order or V249R0007 for a contract.

Q: Danny,
I pulled 00259200305DV259P0044 up in FPDS-NG and it is entered as a Standalone Contract. Carol is trying to do a delivery order against it that's why it won't pull up. Isn't it an IDIQ? I'm unsure how you would fix that maybe you could delete it and reenter as an IDIQ. I"ll forward this to Kathy Kilgore to find out if that's what needs to be done.

A: on June 4th 2003 Glenda Walton entered V259P0044 as a new, definitive contract which is NOT an IDIQ.

This may have been an error, but at this point we can't change her record. DO NOT delete this record.

November 16 Danny started entering this same contract number as an IDC and it is still a draft.

If this is an IDIQ, Danny can finish his record and you may place delivery orders against it
The record entered by Glenda in 2003 would not aggregate with delivery orders against the newly entered IDIQ if you wanted an FPDS report of total dollars against V259P0044.

Alternately, you can enter modifications against 00259200305DV259P0044 **IF** in fact this is not an IDIQ and you have firm amounts to enter as the modification (exercise an option for the next year, firm amount owned another 100,000???)

Mesa Orthopedic is registered in CCR, Danny can finish his IDIQ if that is the appropriate method of processing these records.

Q: The socioeconomic report doesn't match the accomplishments I've entered.

A: The missing SDB dollars were entered against the IDV. A Delivery Task order is necessary for AWARDING dollars that are tracked in FPDS, no dollars reported on the IDV are recorded on reports

Registered FPDS-NG users

Q: How can I tell when someone has registered?
A: Click on USERS
Your personal information will be displayed
 CLICK SEARCH
click CLEAR (BOTTOM RIGHT)
At the very bottom of the screen on the right, in the field marked END DATE, type in any date prior to 10/1/03 then enter the first initial of the person you are searching for and press SEARCH

Everyone who has registered with that first initial no matter what the pattern they use and no matter whether they are enabled will appear. This list is in order by the FIRST NAME they used when registering. You may use this to ensure everyone has registered.
To search for everyone at your facility, in the USERID box (on the left side of the screen)

type %contracting_office_code% bring up everyone at your facility ie %654%

To see if a single person who has registered is enabled, leave the END DATE BLANK, insert their name or the first few characters in their name followed with the % sign and search. Only enabled accounts are displayed when END DATE is blank, or you can simply select their name from the list and if the END DATE is blank the user is enabled.

Q: How do I change user privileges?
Q: How do I take VOID away from contracting staff?
A: Go to the contracting officers profile
then click USER PRIV
on the right side of the screen, check VOID then press the < sign to remove it from the menu. Remember there are 2 VOID's one for AWARDS and one for IDV

you would add privileges the same way, only you'd move it from left to right and use the > sign

Q: One of my employees changed her name. How can we update her logon to FPDS?
A: Ask her to register again and let me know when she has so that I may enable her account.

Reports

Register Report

Q: PIID VxxxxC50173 is not displaying on the register report.

This is another complicated issue-

The record was a Delivery order against a migrated IDC contract

The IDC had been 'corrected' by changing the vendor name box and not including a duns number. There are NO EDITS on records prior to FY 04, so the correction saved.

Then, the Delivery order was placed. The FPDS information had no DUNS number, so the reports couldn't pull any socioeconomic information therefore the record was skipped.

The vendor had registered in CCR using a different DUNS number, so to fix the problems the original IDC was corrected to include the proper DUNS number, and then the delivery order was opened and the IDC was re-selected

Q: There are entries on the register report that I can't match to IFCAP, how do I reconcile?

A: The register report displays the name of the person who entered the record. You should ask them for the back up information. Many records do not have a corresponding IFCAP entry, such as those for dollars obligated on a 1358.

Q: The **Demo report** isn't correct

A: The FPDS-NG edits allow inactive NAICS to be entered, thus causing an inaccurate report.

Selecting the correct NAICS codes can be tricky, and to complicate the matter several changes were made in 2002 to the NAICS code tables. Significantly, where VA is subject to the Demonstration Test Program (see FAR 19.1004), it is important that the correct 2002 NAICS code be referenced in solicitations and resultant FPDS reports.

http://www.census.gov/epcd/naics02/

Please check your entries, as those construction NAICS that began with 233 in 1997 were changed in 2002.
The most frequent error I've found has been the reference of expired 233320 NAICS:

1997		2002	
2333 Nonresidential building construction	Except Grain Elevators, Dry Cleaning Plants, and Manufacturing and Industrial Warehouses	236210	Industrial Building Construction
23332	Commercial and institutional building construction		
233320	Commercial and Institutional Building Construction	236220	Commercial and Institutional Building Construction

The DEMO reports will not be accurate if you are referencing old NAICS codes.

Contractor Report

Q: The contractor report doesn't list all of the records for a contractor
A: The contractor report lists all records for the contractor where the contractor name is EXACTLY as entered. Any alternate spellings will not be displayed. If

the contractor has registered multiple times in CCR (for different locations) and he did not spell the name exactly the same each time all records will not be displayed. I recommend you use the register report, since you must download it frequently to ensure all records are being entered. Download the report into an excel spreadsheet then sort by vendor name.

Searching

Q: Is there any way to see all awards to a vendor?

A: You can use the contractor search report, but I recommend using the entire register report
and searching by name. Modifications to old records will be listed under the vendor name as typed in by the contracting officer submitting the record originally, which may be very different than what is listed in CCR

Q: How do I find records entered in the old FPDS system, prior to FY 2004?
A: Click on Advanced search
Click on How to Find Migrated Documents
Follow the instructions listed

Socioeconomic Data Questions

Q: Transtel, DUNS 039758651, is showing 8A, Woman-Owned in the FPDS transaction V596P3091 that the contracting officer entered. In CCR, it shows Small, W-O, and SDB but not 8A. SDB is not showing up in FPDS

A: Angie entered the record on 2/24/2004
at that date, the award was an 8A set aside, not SDB.
For the life of this contract the socioeconomic information will be marked 8A.

The CCR record was updated on January 14 2005
it appears that they are no longer part of the 8A program
as long as you have this contract in place, awarded as an 8A contract
you will continue to get 8A credit

Q: Where does FPDS get the numbers for the Socioeconomic report for SDB total, 8A and other SDB?
SDB Program Total is the combination of all awards to a vendor marked SDB or 8(A) in CCR
8(A) program are those contracts whose preference program is 8(A) competed, 8(A) non competitive or SDB 8(A) with Hubzone

Other SDB Program is stated as the SDB Program Total minus the 8(A) program total

Please review the VAAR 819.202-5 for further information. VA-OSDBU utilizes the line marked 8(A) for 8(A) contracts offered to SBA and Other SDB for minority DIRECT for calculating goal attainment.

Q: I was reviewing my socioeconomic report and the modifications I had to last year's construction projects are not counting towards my minority owned stats. When we initially put the modifications in Tusca II was entered as an 8(a), but not minority. They are now in CCR as both 8(a) and minority owned. How do I go back and correct this?

A: I looked at the records and these were all awarded as a non competitive 8A, therefore you'll get 8A credit for this, not SDB no matter how the CCR is registered.

8A set aside credit is exclusive of SDB, you never receive both on a record.

Q: The socioeconomic report doesn't match the accomplishments I've entered.

A: The missing SDB dollars were entered against the IDV. A Delivery Task order is necessary for AWARDING dollars that are recorded in FPDS, no dollars reported on the IDV are recorded.

Validation Error Questions

Q: I am having problems entering V786P-558, Lewis Scully, as an IDIQ contract. I have made some changes and it is still telling me that when I save it that it contains Business Rule validation errors. When I go to validate it, it says, "IDV successfully validated". It still won't let me approve it and it doesn't show me where the errors are occurring

A: 1. The date signed is prior to 10/01/2003, so no edits will be applied
ALL new entries must indicate a date signed of **10/01/2003** or later.

2. Since this is demo program are you sure it was full and open and not full and open after exclusion of sources?

3. You must use a program acronym for all IDIQ's -This is a user defined field so you may make it up - you can use something like AE for NCA or just AE

4. Enter the FAR authority for this acquisition in the **Other Statutory Authority** block. This is required for all IDV's.

VENDOR vs CONTRACTOR in FPDS-NG?

Q: The vendor name is different on the search results screen than it is on the document when it is opened. I posed this question to the FPDS-NG contractor and received this response**:**
1. In FPDS-NG, the CONTRACTOR name is different than the VENDOR name
2. In Advanced Search, the FPDS-NG system searches for the document number, then looks at the DUNS number in the document and displays the CCR registered name of the VENDOR
3. When the document is selected from the FPDS-NG list of values, the CONTRACTOR name is displayed
Working with Records Entered Incorrectly